

**Western Area Intergroup (WAI)
of Food Addicts in Recovery Anonymous (FA)**

**12th Step Committee
SPEAKER TRAVEL FUND**

GUIDELINES & REQUIREMENTS

Goal of Speaker Travel Fund

To provide travel funds for FA community members to visit and speak at groups in areas with limited FA resources. The purpose of this travel is to strengthen local fellowships and to increase awareness of FA.

General Policy for Speaker Travel Fund

Each request will be evaluated on a case-by-case basis with the focus being to help an area grow. The area must demonstrate an existing degree of strength and fellowship so that when an FA Information Session occurs, there are sufficient numbers of available sponsors and abstinent members to support potential newcomers. There should be at least two local members who have more than one year of continuous abstinence in FA. When possible, it is recommended to send more than one speaker.

The WAI Speaker Travel Fund Review Team is a sub-committee of the WAI 12th Step Committee and consists of a Speaker Travel Fund Chair and three other members, chosen by the 12th Step Committee Chair with input from the WAI Board. Each Review Team member must demonstrate physical, emotional and spiritual recovery with three years continuous abstinence in FA and have completed at least one FA AWOL.

Procedure for Review of Applications and Funding

The Review Team will discuss any questions with the host group and obtain additional information as needed in order to evaluate the application. They will respond to applications within two weeks of receiving the application. They will assist in the selection of the guest speaker. A copy of any authorization for travel funds will be sent to the WAI Treasurer for recording. WAI will provide reimbursement for airfare up to half of the total cost, not exceeding \$300 for each guest speaker, and not exceeding \$600 per information session. Guest speakers may apply for funding once per fiscal calendar year. Exceptions can be made at the Committee's discretion for requests from WAI locations outside of North America contingent upon available budgeted funds. The Review Team will keep the Travel Fund approvals within the financial guidelines provided by the WAI Board.

Requirements for Speaker

The speaker must:

1. Demonstrate physical, mental and spiritual recovery.
2. Have five years of continuous abstinence in FA with an FA sponsor.
3. Have completed at least two FA AWOL's during that abstinence.
4. Be an active member of the FA community.

Host Group Criteria

1. The host group will provide at least 50% of travel funds required for the guest speaker.
2. The host group will provide local transportation, meals and housing for the guest speaker. Housing would be with an FA member having at least six months of continuous abstinence in FA with an FA sponsor.
3. The host group will plan for the guest speaker to speak at two FA meetings (this can include an FA Information Session if one is planned). It is recommended that, when possible, the host group be willing to hold an FA Information Session while the guest speaker is in town. We also encourage having planned informal fellowship time as part of the visit.
4. The host group is a member of Western Area Intergroup (WAI).
5. It is recommended that there be at least two FA meetings per week in the host area or within about two hours of the host area.
6. Within two weeks after the speaker visits, the host group will write a short summary of the activities which took place and will email it to the Chair of the WAI Speaker Travel Fund Committee at WAIspeakertravel@foodaddicts.org or send it via mail to FA-WAI, Attn: 12th Step Committee, P.O. Box 475067, San Francisco, CA 94147-5067.

Suggestions for the Host Group

1. It is recommended that the host group have at least four to six FA members with more than six months of FA abstinence and at least two FA members with more than a year of FA abstinence to work on the preparations for the visit (coordinating brochures, media contacts, location, etc.).
2. You can receive a packet on how to do an Information Session from the FA website or the WAI Public Information (PI) Committee. In our experience it takes two to three months to organize an FA Information Session. We encourage you to take this amount of time in order to best utilize the visit by your guest speaker.
3. The WAI PI Committee will work with the host group regarding guidelines for contacting the public and for planning an Information Session, including assistance with format for the Information Session and with contacting the public through tri-fold brochures, press releases, and media contacts.
4. Reimbursement funds will be sent when a WAI Expense Form for Reimbursement is received along with receipts. The form can be found on the website, www.foodaddicts.org or obtained from the Treasurer, FA-WAI, Attn: Treasurer, PO Box 475067, San Francisco, CA 94147-5067.

Resources

- FA Website: www.foodaddicts.org
- FA-WSO Office (World Service Organization): phone (781) 932-6300
- FA-WAI (Western Area Intergroup) address: P.O. Box 475067, San Francisco, CA 94147-5067
 - Email for WAI Treasurer: WAItreasurer@foodaddicts.org
 - Email for WAI Twelfth Step Committee Chair: WAI12thStep@foodaddicts.org
 - Email for WAI Speaker Travel Fund Chair: WAIspeakertravel@foodaddicts.org
 - Phone for FA-WAI: 415-248-9347 or 408-491-9824 or 800-600-6028

FA-WAI SPEAKER TRAVEL FUND APPLICATION FORM

1) HOST AREA GROUP OR CHAPTER (*location, day, time*)

HOST CONTACT PERSON
FIRST & LAST NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE _____
E-MAIL _____

2) GUEST SPEAKER INFORMATION

Guest Speaker has demonstrated physical, emotional and spiritual recovery with five years of continuous abstinence in FA and has completed at least two FA AWOL's.

FIRST & LAST NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE _____
E-MAIL _____

For purposes of evaluating your application, please provide the following information:

3) TRAVEL AND FUNDING INFORMATION:

- a) Dates requested for travel _____
- b) Total cost of travel to your area for speaker \$ _____
- c) Amount requested from the Speaker Travel Fund \$ _____
- d) Amount that can be contributed by Host Group \$ _____

4) PLANS FOR GUEST SPEAKER VISIT:

- a) Plans for FA meetings which your guest speaker will lead while visiting your area:
 - _____
 - _____
- b) Plans for an FA Information Session while your guest speaker is visiting your area:
 - _____

5) HOST AREA - LOCAL FA MEETING INFORMATION:

- a) Number of FA meetings per week in your local area _____
- b) Length of time the meetings have been in existence _____
- c) Average number people who attend these meetings per week _____

If you have any questions, please contact the FA-WAI Speaker Travel Fund Committee at WAIspeakertravel@foodaddicts.org or the FA_WAI PI Committee at WAIPI@foodaddicts.org.

Please email completed form to WAIspeakertravel@foodaddicts.org or send it via mail:

Western Area Intergroup of FA
Attn: Speaker Travel Fund
P.O. Box 475067, San Francisco, CA 94147-5067